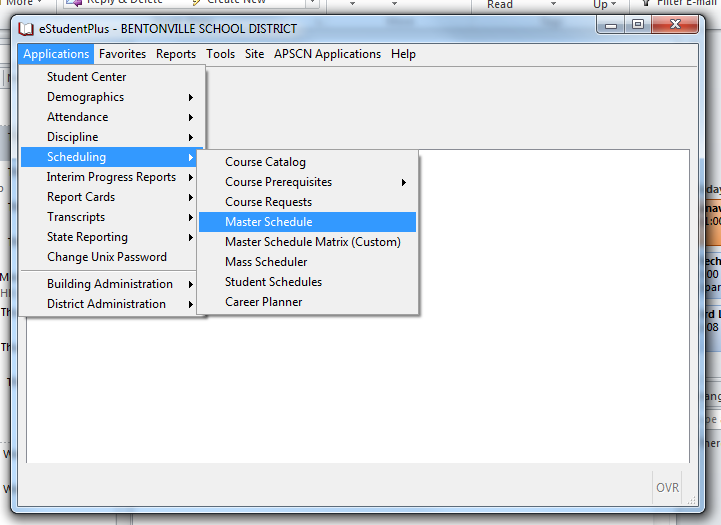
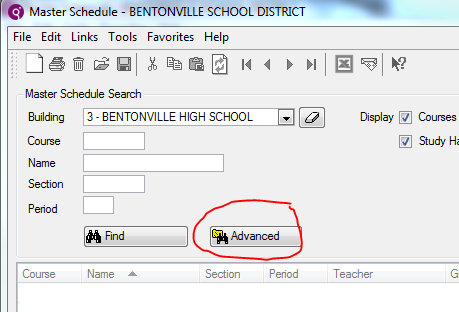
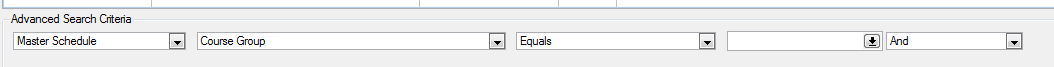
**Cross Referencing the Master**

-Pull the master by group  
 From APSCN- Click Applications, Scheduling, Master Schedule  
  


Click “Advanced”  
  


In the “Advanced Search Criteria” fields, fill in the following criteria:



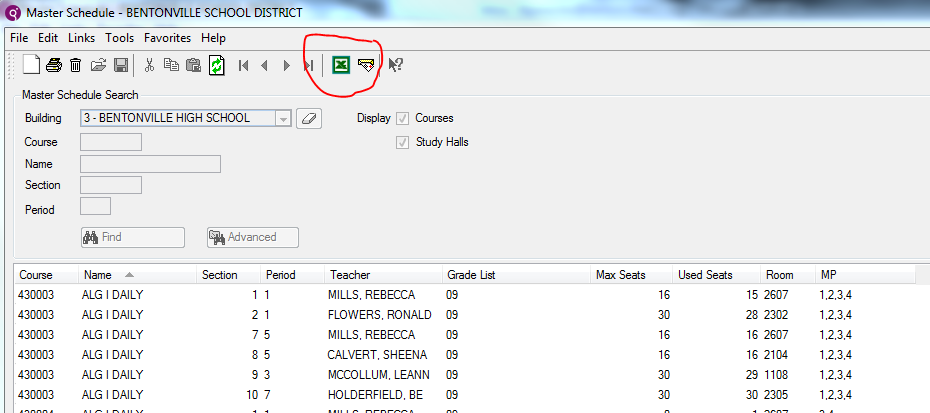
In this field, use the appropriate group code

Course group codes are:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A | Agri |  | L | Language Arts |
| B | Business |  | M | Math |
| C | Fam & Consumer |  | N | Fine Arts |
| D | Med Pro |  | O | Oral Com, Forensics, Debate |
| E | SPED |  | P | PE |
| F | Foreign Language |  | S | Science |
| G | Gateway |  | T | Technology (Drafting, Engineering) |
| H | History |  | V | RTC |
| J | S.C./Seminar |  | U | ESL |

Click “OK”

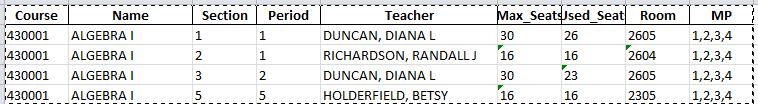
This report “pulls” the master by the group that you indicated. Example:



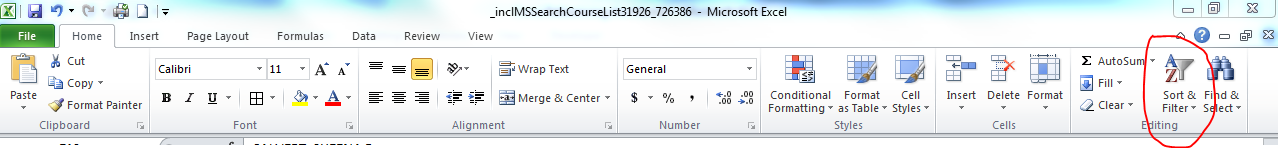
Click on the Excel button to convert the APSCN master into a spreadsheet.

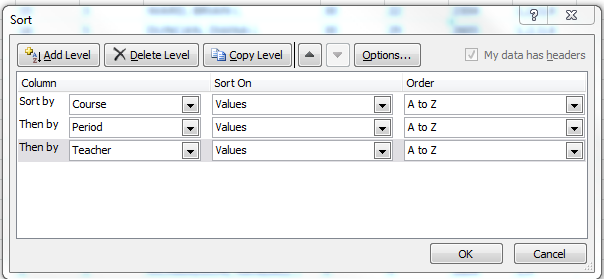
Filter and format the spreadsheet the way that you like.

I eliminate the non-essential columns. Example:

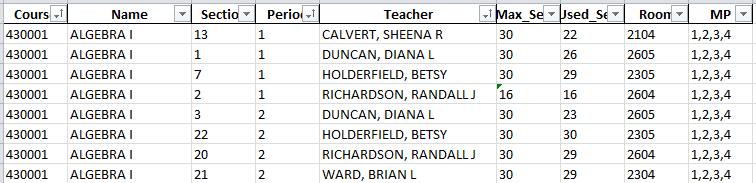


I then sort the data by course, period, then teacher.





Example:



Compare this APSCN List to the master spreadsheet.